

**INTERSERVICE TRAINING REVIEW ORGANIZATION
PROCEDURES MANUAL**

APPENDIX C

INTERSERVICE TRAINING REVIEW ORGANIZATION STAFF ACTION PROCESSING FORM		
Action Number:	Staffing Codes: X – Originator A – Appropriate Action C – Comment D – Concurrence I – Information Y – Coordination R – Return/Reply to _____	Suspense/Due Date:
Subject:		
Addressees:		Staffing Codes
Chairman, ITRO Steering Committee/ITRO Secretariat		
Headquarters, TRADOC (ATTG-ITRO), Fort Monroe, Virginia 23651-5000		
Chief of Naval Education & Training (ETE4), 250 Dallas St., NAS Pensacola, FL 32508-5220		
Director, Training & Education Division, MCCDC (C474), 2042 South Street., Quantico, VA 22134-5027		
Dir, Joint & Interservice Training, HQ AETC/DOJ, 2 F St., Suite 2, Randolph AFB, TX 78150-4325		
Director, HC-ITO, (MED-05C), 2300 E. St., NW, Washington, DC 20372-5300		
Chief, Office of Training & Performance (G-WTT), USCG, 2100 2 nd St. NW, Washington, DC 20593-0001		
Remarks:		
Signature:		Date:
RESPONSE/REPLY		
From:		
Remarks:		
Signature:		Date:

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INSTRUCTIONS FOR ITRO STAFF ACTION FORM

1. Any ITRO office or committee may use the Staff Action Form. Action Numbers, however, will only be used and assigned by the Secretariat/HC-ITO.
- /Reply to _____. If used, complete the underscored portion.
2. If a response is requested, originator must clearly indicate level (EB, DEB, DMRTEC, SC, or other) of desired response in the remarks block. For example, if item requires DEB comment or concurrence, originator will clearly state, "DEB comment Originator may modify the address block as necessary.
3. Place the appropriate letter(s) in the Staffing Codes block. Codes are defined as follows:
 - X - Originator. Used only by the originator. No other codes should appear in the originators row.
 - A - Appropriate Action. Action as indicated in the Remarks block.
 - C - Comment. Self-explanatory; will always include the Code "R".
 - D - Concurrence. Self-explanatory; will always include the Code "R".
 - I - Information. Self-explanatory.
 - Y - Coordination. To be used only for the initial, Steering Committee level staffing of a preliminary or final cost analysis.
4. R - Return and/or concurrence Requested" in the remark block. Originators can also indicate desired level of response in "Staffing Codes" block; e.g., D (DEB), I (EB), etc.
5. Originators and responders are welcome to expand their "Remarks" block, as necessary.
6. If response is signed by anyone other than the principal, signer will include an appropriate indicator ("FOR. . .," "By direction," etc.) that the comment or concurrence is in the names of the EB, DEB, DMRTEC or SC member.
7. The RESPONSE/REPLY is understood to be to the originator. All other recipients are "Information" addressees unless otherwise indicated in the REMARKS.